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## Auburn University Job Description

Job Title: **Consulting Special Counsel**

Job Family: No Family

Job Code: **EC02**

Unclassified

FLSA status: Exempt

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### Job Summary

On an as-needed basis, the Consulting Special Counsel provides high-quality legal advice to the President, the President's Cabinet, and the Board of Trustees, on legal matters critical to the operational and regulatory compliance of Auburn University. This advice and counsel may cover a full range of management, leadership, governance, compliance, contractual or administrative matters involving University activities.

### Essential Functions

1. Provides, on an as-needed basis, legal advice, guidance, and interpretation on a full range of operational, technical, contractual, and administrative matters.
2. May execute or coordinate in-depth research and deliverable outcomes on a project basis.
3. At all times, maintains appropriate Attorney/Client Confidential and Privileged work communications, documentation, and deliverable results.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Juris Doctorate	Juris Doctor (J.D.) degree required
<b>Experience (yrs.)</b>	20	Exceptional legal career trajectories in higher education. Demonstrated in-depth expertise in providing a full range of legal knowledge, advice, and guidance in university management, leadership, governance, compliance, contractual or administrative matters.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of case law, legal precedent, and legislation related to higher education and university business and operations.

#### **Certification or Licensure Requirements**

Successful completion of the Alabama State Bar Exam.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands,

Job occasionally requires walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2018

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